

**Middle School Initiative****PART I  
COVER SHEET****CAP 6 SEMESTER 1 WEEK 11****COURSE:** Logistics Officer Staff Duty Analysis, Achievement 15**LESSON TITLE:** Receiving Supplies**LENGTH OF LESSON:** 50 Minutes**METHOD:** Performance**REFERENCE(S):**

1. *Leadership: 2000 and Beyond*, Volume III, Chapter 14
2. CAPP 52-14, *Staff Duty Analysis Guides*, Attachment 1, 15 Oct 98
3. CAPR 20-1, *Organization of Civil Air Patrol*, Part III, 29 May 00
4. CAPR 66-1, *Civil Air Patrol Aircraft Maintenance Management*, 1 Feb 00
5. CAPR 67-1, *Civil Air Patrol Supply Regulation*, 15 Aug 00
6. CAPM 67-2, *Civil Air Patrol Aircraft Parts Supply Depot*, 1 Jan 00
7. CAPR 67-4, *Acquiring, Reporting and Disposing of Corporate Aircraft*, 1 Mar 94
8. CAPR 76-1, *Travel of Civil Air Patrol Members via Military Aircraft and Surface Vehicles and Use of Military Facilities*, 15 May 97
9. CAPR 77-1, *Operation of Privately Owned and Civil Air Patrol Vehicles*, 1 May 93
10. CAPR 87-1, *Acquisition of Real Estate and Facilities for Civil Air Patrol*, 1 Jan 89
11. Administrator's Guide, Chapter 2, Section F; Chapter 3, Section H; and Attachment 6

**AUDIO/VISUAL AIDS/HANDOUTS/ACTIVITY MATERIAL(S):** None

**COGNITIVE OBJECTIVE:** The objective of this lesson is for each cadet, using the list on CAP6S1SDA15.2, Handout 1, to express his or her understanding of the proper regulations by taking necessary action to receive the supplies on the list.

**COGNITIVE SAMPLES OF BEHAVIOR:** Each cadet will prepare all required documentation for the items listed on their list.

**AFFECTIVE OBJECTIVE:** N/A**AFFECTIVE SAMPLES OF BEHAVIOR:** N/A

**Middle School Initiative****PART II  
TEACHING PLAN****Introduction**

**ATTENTION:** Last week we learned how the supply officer issues items to members of a unit. Today, we will learn how the supply officer documents the receipt of the items into the unit's inventory.

**MOTIVATION:** As last week's lesson demonstrated, the proper paperwork is necessary to document the movement of supplies assigned to a unit. This is true whether to an individual or from a central location to the unit. Proper documentation is always required.

**OVERVIEW:** In this lesson, we will learn the proper way to document the receipt of items to the unit from an outside source.

**TRANSITION:** Let's begin.

**Body**

**Instructor's Note:** Using the Handout 1 from CAP6S1SDA15.2, have the cadet select four items in different categories and prepare the necessary documentation as required by regulation.

**MP 1** Select four items from your list making sure that each item is from a different category. Complete the necessary document for each item. When you feel that you have everything in order, bring it to the unit logistics officer for checking.

**Conclusion**

**SUMMARY:** We have received four items from a list of items for the unit and completed all proper documentation.

**REMOTIVATION:** Remember the axiom about paperwork. Paperwork can be done two ways, incorrectly or correctly. It is easier and time saving to do the paperwork correct the first time instead of having to redo it. With correct paperwork, you provide a complete audit trail and documentation of what has been received from whom.

**CLOSURE:** Next week, we will conduct our Achievement 15 test. Be sure you are well prepared for it. Good luck!

**Middle School Initiative**

**PART III  
LESSON REVIEW**

**LESSON OBJECTIVE(S):** The objective of this lesson was for each cadet using the list on CAP6S1SDA15.2, Handout 1, prove their understanding of the proper regulations by taking necessary action to receive the supplies on the list.

**LESSON QUESTIONS:** None